

**City Of Willamina
Minutes of the City Council
May 14, 2019
6:00 PM**

Location of Meeting:

West Valley Fire
825 NE Main St
Willamina, Oregon 97396

Present at Meeting:

Mayor Ila Skyberg
Council President Rita Baller
Councilor Bob Burr
Councilor April Wooden
Councilor Theresa McKnight
Councilor Craig Johnson
Councilor Roberta Lawson
City Manager Kenna West
Deputy City Recorder Debbie Bernard
Library Manager Sara Frost
Yamhill County Sherriff Sergeant Russell Vandewettering
Guests:
Mary Jane Hollinger
David Morey

The regular meeting of the City Council of the City of Willamina was called to order at 6:00 PM on May 14, 2019 at the West Valley Fire Department by Mayor Ila Skyberg. The Flag Salute was recited. The Deputy City Recorder Debbie Bernard took roll and a quorum was present.

I. Approval of Agenda

The agenda for the meeting was distributed and unanimously approved.

II. Review of Previous Minutes

The minutes of the previous meeting were reviewed and unanimously approved.

III. Consideration of Open Issues

1. Proclamation

Mayor Ila Skyberg

Mayor Skyberg presented Yamhill County Sergeant Russell Vandewettering with a proclamation declaring the week of May 12 through May 18, 2019 as National Police Week in the City of Willamina and May 15th as Peace Officers Memorial Day. There was

a moment of silence in honor of those law enforcement officers who have lost their lives in service to their communities.

2. Consent Agenda

Mayor Ila Skyberg

Mayor Skyberg asked for a motion on the Consent Agenda from Council Present Baller.

MOTION: Council President Baller moved to approve the consent agenda. Councilor Burr seconded the motion. Motion carried with Councilors Baller, Burr, Wooden, McKnight, Johnson, and Lawson all in favor.

Council President Baller read the items on the Consent Agenda.

1. Check Registers - March 1 to 31, 2019
2. Financials March 31, 2019
3. Minutes from the April 9, 2019 City Council Meeting

3. Police Service Fee - Ordinance No. 678

Mayor Ila Skyberg

Mayor Skyberg stated the question, "should the City Council approve Ordinance 678 enacting a Public Safety Fee. Mayor Skyberg called for a motion.

MOTION: Councilor Wooden moved that the Council adopt Ordinance 678 enacting a Public Safety Fee in accordance with Attachment A to Ordinance 678 and moved that the Deputy City Recorder read Ordinance 678 into the record in its entirety and then by title only. Councilor Baller seconded the motion. Motion carried with Councilors Baller, Burr, Wooden, McKnight, Johnson, and Lawson all in favor.

Discussion: Councilor Burr asked if the customers could still write one check since the police service fee will have a different due date. City Manager West responded yes.

Deputy City Recorder Debbie Bernard read Ordinance No. 678 in its entirety then by title only.

4. City Manager Contract Correction - Resolution 18-19-014

Mayor Ila Skyberg

Mayor Skyberg stated the question, "shall the City Council adopt Resolution 18-19-014 amending the City Manager's contract to correct a scrivener's error."

Mayor Skyberg called for a motion.

MOTION: Councilor Wooden moved that the City Council adopt Resolution 18-19-14. Councilor Burr seconded the motion. Motion carried with Councilors Baller, Burr, Wooden, McKnight, Johnson, and Lawson all in favor.

5. Willamina Farmer's Market

Mayor Ila Skyberg

Mayor Skyberg stated the question, “should the City Council approve the closure of B Street from Main Street to 1st Street on Sundays for the Willamina Farmers Market.”

Mayor Skyberg called for a motion.

MOTION: Councilor Burr moved to approve the closure of B Street to 1st Street. The use of the City's parking lot, and the use of the City road blocking signage for the use of the Farmers Market on the days and times allowed in the City staff report. Councilor Wooden seconded the motion. Motion carried with Councilors Baller, Burr, Wooden, McKnight, Johnson, and Lawson all in favor.

Discussion: Councilor Baller asked if there were any new vendors at the market this year. David Morey responded there are two new vendors: One selling birdhouses and the other selling rock gardens.

6. Library Policies - Resolution No. 18-19-015

Mayor Ila Skyberg

Mayor Skyberg stated the question, “should the City Council adopt Resolution 18-19-015 approving the policies brought forth by the Library Board.”

Mayor Skyberg called for a motion.

Councilor Johnson moved that the City Council adopt Resolution 18-19-015. Councilor McKnight seconded the motion. Motion carried with Councilors Baller, Burr, Wooden, McKnight, Johnson, and Lawson all in favor.

Library Manager Frost explained that the policies presented to Council were in-part due to the State Library Division recommendation after that Division had gone through litigation regarding policies. Manager Frost said the packet included four main policies and that there would be others added in the Fall. Manager Frost said that the policies presented are to act as the minimum standards to be a member of CCRLS. Manager Frost explained that policy No. 1 addresses the childrens code of conduct, which gives the Library staff a written policy to refer to during a conversation with parents.

7. Public Hearing on The Fourth Supplemental Budget

Mayor Ila Skyberg

Mayor Skyberg closed the Regular session at 6:25pm

Mayor Skyberg opened the Public Hearing and read from a script.

Mayor Skyberg asked for general testimony. There was none.

Mayor Skyberg asked for comments from City Council. There was none.

Mayor Skyberg closed the Public Hearing.

Mayor Skyberg opened the Regular Session.

Mayor Skyberg stated the question, “should the Council approve Resolution 18-19-016 adopting a Fourth Supplemental Budget and reallocation for the Fiscal Year 2018-2019.”

MOTION: Councilor Wooden moved to approve Resolution 18-19-016 adopting a supplemental budget and allowing reallocations within Funds to the adopted budget. Councilor Johnson seconded the motion. Motion carried with Councilors Burr, Baller, Mcknight, Wooden, Johnson, and Lawson all in favor.

Discussion: City Manager West commented that this is a 4th and final supplemental budget for this fiscal year. She shared a summary of the Supplemental Budget. City Manager West said there were minor scrivener errors that needed to be cleaned up. In addition, there was additional tech support required for new software programs. Also, employee training ran more than expected. The City Library jumped ahead on doing repairs this year, that were planned for next year. Due to failing infrastructure, the City had to reallocate funds in the Water Fund for necessary repairs.

8. Mayor’s Report

Mayor Ila Skyberg

Mayor Skyberg reported that she along with Council President Baller and Mary Jane Hollinger attended a meeting in Sheridan at the Monroe Center which was hosted by the West Valley Visioning Group. This group is made up of community members who collected data regarding what the community would like in the future.

9. Council Liaison Reports

Mayor Ila Skyberg

Mayor Skyberg called for reports.

Cemetery Committee Liaison - Councilor Baller reported there was no meeting. Councilor Baller suggested that everyone visit the Cemetery Savers website to see what spectacular work they do with cemetery clean up. The Cemetery Savers will be working on the Willamina Cemetery along with Boy Scouts in August 2019.

Chamber Liaison - Councilor Wooden reported on the following event dates.

June 22, 2019 City Wide Clean Up

July 4th, 2019 Celebration with music and fireworks

July 19 & 20, 2019 City Wide Garage Sale

Councilor Wooden added that the poles for the flower baskets are down getting painted.

Also, Councilor Wooden commented that the Chamber voted to give a donation to Juan from Slow Train. Juan had been hospitalized.

Library Liaison - Councilor Lawson reported the work on Sarah’s office continues and is progressing.

YCOM Liaison - Councilor Baller commented that she wanted to thank Deputy City

Recorder Debbie Bernard for her assistance in preparing the annual 911-budget update. Councilor Baller added the YCOM Budget proposed a 3% increase for 2019-2020. Also, YCOM processed 139,248 telephone calls in 2018 of those 29,272 were 911 calls. YCOM continues to exceed the State and National Standards of answering 90% of all 911 calls within 10 seconds.

Yamhill County Transit - Councilor Johnson

Councilor Johnson reported that the Transit system is going fine and that ridership is up. In addition, patrons are very pleased with their connections. Councilor Johnson added that there would be a new Board appointed in June 2019 and they will take office in July 2019. He said he has submitted an application to continue to serve on the Board.

10. City Managers Report

Mayor Ila Skyberg

City Manager West reported that in between budget duties, Councilor Wooden had contacted her regarding a 1941 fire engine that was going to be surplus by the West Valley Fire District. They attended the Fire Board meeting, and the Board decided to donate the 1941 fire engine to one of two possible recipients. The Willamina Museum being one of the possible recipients.

Also, the Burn to Learn to burn date is May 26th, and the property has been remediated.

IV. Consideration of New Business

1. Meeting Reminder

City Manager Kenna West

City Manager West reported that the City Council Work Session is on Monday, May 20, 2019 at City Hall on Transportation. Jenna Burman from ODOT will be the presenter.

2. Adjourn

Mayor Ila Skyberg

Mayor Skyberg called for a motion to adjourn.

MOTION: Councilor Baller moved to adjourn. Councilor McKnight seconded the motion. Motion carried with Councilors Burr, Baller, McKnight, Wooden, Johnson, and Lawson all in favor.

V. Agenda and Time of Next Meeting

The next meeting will be held at 6:00 PM on June 4, 2019 at:

West Valley Fire District

825 NE Main St

Willamina, Oregon 97396

The agenda for the next meeting is as follows:

Adopt the 2019-2020 City of Willamina Budget

The meeting was adjourned at 6:45 PM by Mayor Ila Skyberg.

Minutes submitted by Deputy City Recorder, Debbie Bernard

Debbie Bernard

Minutes approved by Mayor Ila Skyberg

Ila Skyberg